



# MISSOURI SENATE

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## Doorkeeper

### DEFINITION:

This is a session-only position responsible for security and decorum of Senate proceedings and committee hearings. An employee in this class is responsible for assisting the Sergeant-at-Arms in providing security and decorum in the Senate chamber and committee rooms. Work includes assisting in maintaining order in the galleries and on the floor of the Senate chamber as directed. Works under the general supervision of the Sergeant-at-Arms.

### DUTIES AND RESPONSIBILITIES:

Assists in maintaining order in the galleries and on the floor of the Senate during the daily proceedings.

Assists in maintaining order of all Senate committee meetings.

Distributes copies of material on the Senate floor.

Clears the floor of the Senate chamber of all persons not allowed.

Prevents the occupying of all seats and desks provided to members for use in the chamber.

Delivers messages to Senators on the floor as needed.

Assists constituents and guests of members by seating them in the galleries and on the Senate floor.

Performs other related work as required.

### ESSENTIAL KNOWLEDGE AND ABILITIES:

Ability to understand and follow directions.

Ability to periodically work long hours.

Ability to establish and maintain effective working relationships.

**TRAINING AND EXPERIENCE:**

Possession of a high school diploma or a GED certificate.

**REPORTS TO:**

Sergeant-at-Arms

**HOW TO APPLY:**

Submit an application and resume to Missouri Senate, Human Resources, 201 W. Capitol Avenue, Jefferson City, MO 65101 or [cwinthorst@senate.mo.gov](mailto:cwinthorst@senate.mo.gov).

Application may be found at <https://www.senate.mo.gov/SenateApplication.pdf>.

You may also apply at <https://mocareers.mo.gov/hiretrue/mo/senate/index.html>.